

## **CANCEL A CERTIFICATION**



Only practitioners can cancel certifications. Practitioners can cancel only those certifications that are issued by them. If a patient cancels their registration, its respective certification remains active until it's canceled by the certifying practitioner, or it reaches its expiration.

- 1. Search for the patient certification on the home page.
- 2. Select the row with the identified certification.

You can only cancel active certifications. The functional buttons for expired or canceled certifications will be grayed-out.

- 3. Perform a patient check: ensure that the information on the screen matches the patient you are working on.
- 4. Click the "Cancel" button.

Once you confirm Yes to Cancel, the certification will be canceled immediately. Any associated patient and caregiver registrations and registry ID's will become inactive.